

State Department Draft

SECRET

16 February 1948

**PROPOSED STANDARD OPERATING PROCEDURE
FOR FACILITATING DEPARTMENTAL PARTICI-
PATION IN PREPARATION OF NATIONAL INTEL-
LIGENCE AND NATIONAL INTELLIGENCE
SURVEYS**

Pursuant to the provisions of paragraphs 4 and 5, NSCID #1. and of paragraph 1a (5), NSCID #3, and in order to facilitate departmental participation in the preparation of national intelligence and national intelligence surveys, the following operating procedures are established.

1. Current intelligence reports and estimates.

The CIA Daily and Weekly Summaries, the CIA series "Review of the World Situation as it relates to the Security of U.S.," and the CIA "Special Evaluations" shall be prepared by the Central Intelligence Agency and shall be based, so far as practicable, on the normal flow of departmental intelligence to the CIA. Departmental intelligence agencies will, upon request, furnish such advice and assistance in the preparation of these reports as is feasible. Departmental intelligence concurrence or dissent is not required, but copies of all such reports will be furnished departmental intelligence agencies as quickly as possible. Such reports or estimates will indicate

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that they have not been coordinated with the departmental intelligence agencies.

2. National intelligence reports and estimates.

a. National intelligence reports, including ORE estimates and other ORE reports prepared on request or upon CIA initiative, shall be produced in collaboration with the interested departmental intelligence organizations and shall be subject to the concurrence procedures required by NSCID #1. Normally, reports falling in this category will be based upon departmental intelligence prepared in the first instance by the responsible departmental intelligence organization either at the special request of CIA or for departmental or other purposes.

b. Upon receipt of a request for, or upon initiation of preparation of a report or estimate, the CIA shall give the report a time designation as regular, urgent or immediate, according to the time available for preparation, and shall notify each departmental intelligence organization of the problem under consideration, the proposed scope of the report or estimate, the time designation, and the proposed date of issuance of the first draft. Simultaneously CIA shall convene represen-

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tatives of the appropriate departmental intelligence organizations with members of its own staff to determine whether the project should be dealt with on the basis of existing or of specially prepared departmental intelligence, to adjust priorities and to initiate through the departmental representatives the necessary action. Regular signifies a project required in finished form not sooner than 10 working days from its submission. Urgent signifies a project required in finished form within 10 working days but not less than within 3 working days. Immediate signifies a project required in finished form in 2 working days or less.

c. Where practicable, departmental intelligence organizations shall furnish ORE with all available requested material not less than 5 working days before the proposed date of issuance of the first draft.

d. CIA will prepare the first draft of the report.

e. If the report is designated Regular:

- (1) CIA shall deliver duplicate copies of the first draft of the report to each of the IAC intelligence organizations, requesting comments.

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- (2) Each IAC intelligence organization shall furnish CIA with their comments within 5 working days after receipt of the first draft.
- (3) CIA, after consideration of all comments, will prepare a second draft which it will submit to the IAC intelligence organizations in duplicate within 3 working days after receipt of comments on the first draft. Request will be made for indication of concurrence or substantial dissent.
- (4) Before noon of the second day after receipt of the second draft each IAC intelligence organization shall notify CIA whether it concurs or has substantial dissent. In the event of substantial dissent by any organization, appropriate representatives of each organization will meet promptly with CIA and after CIA has made such adjustment as it believes proper, shall submit the departmental intelli-

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gence organization's statement or concurrence or substantial dissent to accompany the final paper. Representatives will be afforded opportunity to check dissents with their agencies.

f. If the report is designated Urgent:

- (1) Initial procedure will be the same as in para 2.b., 2.c., 2.d., and 2.e.(1).
- (2) Three days after receipt of the first draft, designated representatives of the IAC intelligence organizations, accompanied by appropriate specialists, will meet with CIA to assist in revision of the draft and prepare appropriate departmental intelligence organization statements of concurrence or substantial dissent to be carried on the final paper. Representatives will be afforded opportunity to check dissents with their agencies.

g. If the report is designated Immediate:

CIA will notify the IAC intelligence organizations

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of the project, and representatives of the organizations, accompanied by appropriate specialists, will convene with CIA as soon as possible after call to assist in the preparation of the report and to prepare departmental intelligence organization statements of concurrence or substantial dissent to accompany the final paper. Representatives will be afforded opportunity to check dissents with their agencies.

3. National intelligence surveys.

a. As priorities for national intelligence surveys are established CIA will provide the appropriate departmental intelligence organizations with a description of the area, scope, coverage, and desired deadline for departmental contribution to the survey. Representatives of CIA and each of the departmental intelligence organizations will confer as to necessary assistance or readjustments to accommodate deadlines and conflicts with urgent departmental work. Where necessary, arrangements will be made to provide the departmental intelligence

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organization, on a loan basis, the personnel required to assemble material and prepare and deliver the organizations' contributions.

b. Departmental intelligence organization contributions will be edited by CIA and incorporated into a draft NIS, appropriate sections of which will be furnished each departmental intelligence organization for final review and concurrence before publication. Upon receipt of departmental intelligence organization concurrence, OIR will publish and disseminate the NIS.

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TRANSMITTAL SLIP		
TO:		DATE
BUILDING	ROOM NO.	
REMARKS: <i>To Miss Frances with thanks WS</i>		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-9
SEP 1946

(1299)